



Internal Auditor III
New Hampshire State Liquor Commission
Position #14270
\$41,086.50 to \$55,497.00

The New Hampshire State Liquor Commission is accepting applications for an Internal Auditor III. The position is located at 50 Storrs Street, Concord, New Hampshire 03301.

PLEASE INDICATE ON YOUR APPLICATION, THE POSITION & LOCATION YOU ARE APPLYING FOR.

Closing date: Friday, May 3, 2013

SCOPE OF WORK: To plan and supervise Liquor Commission audits and agency related functions to determine compliance with State and Federal regulations, auditing methods and directives and to assist management in establishing internal controls to govern the safekeeping and use of funds entrusted to its care.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in accounting or auditing work, including three years of consultative, supervisory or administrative experience in the field of auditing. Each additional year of approved work experience may be substituted for one year of required formal education.

The successful candidate must be proficient in MS Word, Excel, Outlook, and must be familiar with operating typical office equipment.

Special Requirements: *Applicants must be able to satisfactorily undergo a state police criminal records check and reference check as a condition of employment. These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions.*

For appointment consideration, Internal Auditor III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

How to Apply: An application for employment may be obtained from 50 Storrs Street, Concord, New Hampshire or New Hampshire Division of Personnel 25 Capitol Street, Concord, New Hampshire (603) 271-3261 and is available on the Internet at www.admin.state.nh.us/hr/emplomentlisting.html. Return completed applications to PO Box 503, Concord, New Hampshire, 03302-0503.

Inquiries regarding this opportunity may be directed to Tina Demers, Business Administrator II at (603)230-7024 or tdemers@liquor.state.nh.us

For further information, please contact Cathy Thornton in Human Resources at (603)230-7052 or hr@liquor.state.nh.us.

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